

# JUDGE EXPENSE DETAIL

Date of Event: \_\_\_\_\_

Complete one Judge Expense Detail form for each judge

EVENT OR GROUP HOST ORGANIZATION		
Judge Name		
Mailing Address		
City	State	ZIP

The Event Chairperson or Group Coordinator should come to an agreement with each judge as to what compensation or reimbursement for expenses will be allowed, and how the judge will receive compensation or reimbursement. Compensation or reimbursement for all expenses is not required, but rather is dependent upon the agreement between the event Chairperson or Group Coordinator and the judge. It is the judge's responsibility to understand how and if they will be compensated for expenses before accepting a judging assignment. UST strongly urges the agreements with judges regarding compensation or reimbursement be in writing.

Judge expenses for Event Testing may or may not include the following items for which receipts are provided: actual gas, airfare, or other reasonable travel expenses. If mileage is used in lieu of gas, the current IRS rate for nonprofits shall apply. Expenses may or may not also include actual lodging, meals and incidental fees, such as tolls or parking for which receipts are provided. Expenses shall not include reimbursement for time or personal expenses, such as housesitting, childcare, or pet boarding. All compensation, whether from test fees or other sources must be reported to UBT.

## RECEIPTS ARE REQUIRED.

Expenses	Amount	Amount host paid directly to vendor (e.g. Road Kill food cart) from sources other than test fees	Amount host paid directly to vendor (e.g. Super 8) from test fees	Amount host reimbursed to judge from sources other than test fees	Amount host reimbursed to judge from test fees	Amount judge has not been reimbursed
<b>TRAVEL</b>						
Gas Receipt 1						
Gas Receipt 2						
Gas Receipt 3						
TOTAL GAS						
Mileage						
Miles						
Rate						
TOTAL MILEAGE						
TOTAL AIRFARE						
<b>TOTAL TRAVEL</b>						
Lodging Receipt 1						
Lodging Receipt 2						
Lodging Receipt 3						
<b>TOTAL LODGING</b>						
Food Receipt 1						
Food Receipt 2						
Food Receipt 3						
<b>TOTAL FOOD</b>						
Other Receipt 1						
Other Receipt 2						
<b>TOTAL OTHER</b>						
	<b>TOTAL EXPENSES</b>	<b>TOTAL HOST PAID DIRECTLY TO VENDORS – SOURCES OTHER THAN TEST FEES (B)</b>	<b>TOTAL HOST PAID TO VENDORS FROM TEST FEES (C)</b>	<b>TOTAL HOST REIMBURSED TO JUDGE – SOURCES OTHER THAN TEST FEES (D)</b>	<b>TOTAL HOST REIMBURSED TO JUDGE FROM TEST FEES (E)</b>	<b>TOTAL JUDGE HAS NOT BEEN REIMBURSED (F)</b>
	(A)					